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### Staff Council Regular Meeting Minutes (12/4/2019)

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## STAFF COUNCIL

### REGULAR MEETING Minutes

Wednesday, December 4, 2019 | 2:00pm

College of Education - 336

California State University, San Bernardino

ZOOM Link: <https://csusb.zoom.us/j/657662301>

- I. CALL TO ORDER – 2:04 PM
- II. ROLL CALL: Present: P. Aguilera, A. Barcenas, T. Bookman, J. Casillas, R. Garcia, C. Huesca, S. Maldonado, S. Mendoza, K. Porter, Diana Q., R. Rouch, Lorena S., Jen. Skinner, D. Freer  
Absent: Stacy B., K. Hunsaker, K. McDowell, Lonelle M., G. Saldivar, F. Jimenez
- III. APPROVAL OF MINUTES – Minutes of Nov. 13, 2019 – M. to approve – S. Mendoza / R. Rouch - unanimous approval
- IV. APPROVAL OF THE AGENDA – M. to approve – J. Skinner, S. Mendoza, R. Rouch –
  - A. Agenda discussion – financial reports and Year End Fiscal Report – to be included in Annual Staff Council year-ending report.
- V. PUBLIC COMMENT  
Public comment is designated as a time for the public to address the Staff Council during a scheduled meeting on items of business or issues/concerns. – No public comment
- VI. REPORTS
  - A. Alfredo Barcenas, Chair – complete count committee / 2020 Census
  - B. Stacy Brooks, Vice Chair
  - C. Felipe Jimenez, Treasurer
  - D. Rob Garcia, Secretary
  - E. Committee Chairs -

Bylaws Committee – Randy Rouch:

Package 1: Article III Changes

Art. III, Sec. 2, Part C: Language Update: "Solicits, arranges and publishes Staff Council Meeting Agenda items." - Clarification on Agenda duties.

Art. III, Sec. 3, Part D: Language Update: "Compose and distribute any miscellaneous correspondence as directed by the Staff Council." Adds source of all miscellaneous correspondence.

Art. III, Sec. 4, Part B: Language Update: "Report the status of the budget each fiscal quarter or as requested by the Staff Council." Changes report interval from monthly to quarterly M. R. Rouch, Lorena S. – unanimous approval

Package 2: Article VI Changes:

Art. VI, Sec. 2: Language Addition: "... The election calendar shall be arranged by the Elections Committee." Gives the Elections Committee the ability to set the elections calendar per their discretion. M. by R. Rouch, R. Garcia - unanimous approval

Art. VI, Sec. 3: Language Replacement: "Nomination forms shall be circulated by March 1st and must be returned by April 1st." will be replaced with "Call for nominations shall be announced and the nomination form shall be published on the Staff Council website and circulated by email per the Election Committee's calendar." Removes arbitrary dates and allows the Elections Committee flexibility in setting the calendar. M. by R. Rouch, Diana Q. – unanimous approval.

Art. VI, Sec. 4: Language Update: "... The election shall take place each year by the end of the Spring Quarter / Semester." Removes arbitrary date, gives the Elections Committee more flexibility in setting the calendar and pegs the end of the election season to the end of the final period of the academic year. M. by R. Rouch, R. Garcia – unanimous approval

Discussion Item - Year-End Fiscal Report / D. Freer recommends that the Fiscal Report be part of the year ending Staff Council Report. M. by R. Rouch, Lorena S. - Unanimous approval

Events – Super Star Event – Jan. 13<sup>th</sup> –

- Staff council encouraged to attend / assist with Event.

Staff Recognition Committee – J. Skinner

- Employee of the Month
- Set Criteria
- Create a Form for website
- Tiffany will provide the form used last year.
- Staff Council Members

PRESENTATIONS - None

STAFF RECOGNITION - None

OLD BUSINESS

## **F. ACTION ITEM: ACCOUNT TRANSFER FOR STAFF COUNCIL FUNDS**

Treasurer Felipe Jimenez will seek the approval of Staff Council to transfer funds internally to address any negative balances. M. by R. Rouch, R. Garcia – Unanimous Approval

**G. ACTION ITEM: CHAIR TASK FORCE: CSUSB MENTORSHIP PROJECT**

Chair Alfredo Barcenas is looking for Staff Council Members to serve on a task force that will explore the idea of creating a mentorship program among staff and potentially faculty for 2020. The task force will be comprised of the Chair and 4 members from Staff Council be elected during the meeting.

M. by S. Mendoza, J. Skinner, CSUSB Mentorship Project committee w/ SDC:

SC Reps to Committee: S. Mendoza, R. Garcia, Carlos H. Lorena S., J. Casillas

**VII. NEW BUSINESS**

**A. ACTION ITEM: APPOINTMENT OF DIANA QUIJANO & STACY BROOKS TO THE STAFF COUNCIL BYLAWS COMMITTEE –**

Staff Council will look to formally appoint Diana Quijano and Stacy Brooks to its Bylaws Committee.

M. by R. Rouch, R. Garcia

**B. DISCUSSION ITEM: STAFF COUNCIL WEBSITE DEVELOPMENT**

Secretary Rob Garcia will introduce a new design for the Staff council feedback and solicit feedback from council members. M. to adopt website layout. R. Rouch / T. Bookman. Unanimous Approval

**VIII. ANNOUNCEMENTS**

**IX. ADJOURNMENT**